

**DEFENCE HOUSING AUTHORITY RAWALPINDI**  
**TRANSFER & RECORD DIRECTORATE- DHA VALLEY (JV PROJECTS)**

**CONVERSION OF ALLOTMENT CERTIFICATE INTO ALLOTMENT LETTER**

1. Application for issuance of Allotment Letter against Allotment Certificate file.
2. Membership Form along with 2x latest photographs.
3. Readable photocopy of ID card (Self).
4. Original Allotment Certificate (by hand).
5. Undertaking by the purchaser for GST on the stamp paper worth Rs.50
6. Finance Directorate clearance DHA Rawalpindi

**Note: -** Specimens of Application Form, Membership Form and Undertaking are available at Reception (Counter No 8) at DHAI-R website (<https://www.dhai-r.com.pk>).